

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1640.8
NMPC-84
28 September 1989

OPNAV INSTRUCTION 1640.8

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: MANUAL FOR THE ADMINISTRATION OF AFLOAT BRIGS

Ref: (a) SECNAVINST 1640.9A
(b) OPNAVINST 6110.1C
(c) NAVCOMPT V.1 IV
(d) Manual for Courts-Martial, 1984

Encl: (1) Subject Manual

1. **Purpose.** To provide guidance, direction, and to standardize the operations of shipboard brig.

2. **Discussion.** This instruction and references (a), (b), (c) and (d) are applicable to the operation of ships' brig and provide specific guidance unique to operating ships' brig. Waivers to any provision may be granted by the Chief of Naval Personnel on a case-by-case basis. Such waiver requests must be submitted in writing, identify the provision for which a waiver is sought, specify in detail why the waiver is requested, and provide justification. Submit all waivers via the chain of command to the Chief of Naval Personnel (Pers-84). The provisions of this instruction supersede all other guidelines, except as specified for ships in references (a) through (d). Local conditions may require minor deviation from the provisions of this instruction. Such deviations, however, first must be approved by the Chief of Naval Personnel.

3. **Action.** Commanding officers of ships with brig shall ensure that all the provisions of reference (a) and this directive are strictly followed in the operation of the brig. Copies of regulations for the implementation of the provisions of reference (a) and this directive shall be forwarded to the Chief of Naval Personnel (Pers-84). Recommendations for

improvements to this manual should be forwarded via the chain of command to the Chief of Naval Personnel (Pers-84).

4. **Reports.** The reports contained in enclosure (1), paragraph 603 and Chapter 7, are exempt from reports control by SECNAVINST 5214.2B.

5. **Forms.** The following forms are available in the Navy supply system using requisitioning procedures contained in NAVSUP P-2002, Navy Stock List of Publications and Forms:

DD 367 (DEC 57), Prisoner's Release Order, S/N 0102-LF-000-3670

DD 473 (JAN 70), Official Records Envelope, S/N 0102-LF-004-9701

DD 504 (APR 76), Request and Receipt for Health and Comfort Supplies, S/N 0102-LF-000-5041

DD 509 (JUL 70), Inspection Record of Prisoner in Segregation, S/N 0102-LF-005-2500

DD 629 (MAR 58), Receipt for Prisoner or Detained Person, S/N 0102-LF-000-6290

NAVPERS 1626/7 (Rev. 8-81), Report and Disposition of Offense(s), S/N 0106-LF-016-2636

NAVPERS 1640/4 (Rev. 7-82), Confinement Order, S/N 0106-LF-016-4023

NAVPERS 1640/5 (Rev. 3-81), Disciplinary Action Data Card, S/N 0106-LF-016-4026

NAVPERS 1640/8 (Rev. 4-78), Conduct Record, S/N 0106-LF-016-4040

0579-LD-054-6560

0579LD0546560



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**NAVPERS 1640/9 (Rev. 2-82), Disciplinary
Report,
S/N 0106-LF-016-4047**

**NAVPERS 1640/10 (Rev. 11-86), Work
and Training Report,
S/N 0106-LF-016-4052**

**NAVPERS 1640/12 (Rev. 4-81), Daily Report
of Prisoners Received and Released,
S/N 0106-LF-016-4060**

**NAVPERS 1640/13 (Rev. 6-81),
Prisoner/Awardee Evaluation Report,
S/N 0106-LF-016-4065**

**NAVPERS 1640/16 (Rev. 7-78), Prisoner
Identification badge,
S/N 0106-LF-016-4080**

**NAVPERS 1640/17 (Rev. 4-81), Inventory
and Receipt of Valuables, Clothing
and Personal Effects,
S/N 0106-LF-016-4085**

**NAVPERS 1640/19 (Rev. 9-82), Initial
Contact Sheet,
S/N 0106-LF-016-4098**

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Chapter 1

Policy

101. Applicability. Afloat brigs will be operated by all CVs, BBs, LPHs, LHAs, LCCs, and LHDs, and may be operated by tenders with facilities. Other ships may be specifically designated by the fleet commanders to operate a brig. All must conform to this instruction.

102. General

a. The mission of afloat brigs is to:

(1) Provide for safe and secure confinement of personnel subject to the Uniform Code of Military Justice (UCMJ) who are pending or serving confinement due to disciplinary action;

(2) Carry out the sentence of a court-martial or UCMJ Article 15 Nonjudicial Punishment (NJP) within the procedures established by reference (a) and this instruction; and

(3) Correct disruptive behavior and restore personnel confined to constructive duty.

b. Definitions

(1) Confinement is the physical restraint of a person, served in a facility designated specifically for that purpose and in which restraint is effected by use of special security features, including the locking of doors and accesses to the facility. Navy brigs are established by the Secretary of the Navy to provide facilities for carrying out the mission in paragraph 102 above.

(2) Detainee. Persons legally ordered into confinement per reference (d), Rule 305, pending trial by court-martial or a rehearing.

(3) Ship's brig. An authorized place of confinement on a naval vessel for personnel attached to or embarked in a ship.

(4) Prisoner. Persons held in confinement by sentence of court-martial or, in the case of "Bread and Water/Diminished Rations (BW/DR)" prisoners, imposition of NJP. Unless otherwise indicated, as used in this instruction, the word "prisoner" refers only to "adjudged" and "sentenced" prisoners.

(a) Adjudged Prisoner. Persons confined by a court-martial sentence--neither deferred nor suspended--awaiting action by the convening authority.

(b) Bread and Water/Diminished Rations (BW/DR) Prisoner. Persons confined by court-martial or imposition of NJP, for a period not to exceed three consecutive days, on a diet of bread and water or diminished rations.

(c) Sentenced Prisoner. Adjudged prisoners who remain in confinement to serve their court-martial sentence after the convening authority has acted thereon.

(5) Confined Person(nel). All detainees and prisoners confined in the brig.

103. Philosophy

a. Per their legal status and classification, persons in naval confinement shall be treated uniformly and in full accord with the provisions of the UCMJ. The major purpose of all confinement awarded, whether by court-martial or NJP, is the correction of the member's conduct and restoration of the member to constructive duty as soon as possible; prisoners not being restored should be transferred to a shore brig as soon as practicable.

b. Confined naval personnel retain all the rights and responsibilities of service personnel in a duty status except those which are expressly, or by implication, taken away under the provisions of the UCMJ and such regulations as may be issued by competent authority.

c. Discipline should be administered uniformly and on a corrective rather than a punitive basis per reference (b).

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104. Authority to Operate. A ship's brig, included in the original construction or added during an authorized conversion, is an authorized place of confinement aboard a ship. Authority to operate is by approval from the fleet commander in conjunction with Chief of Naval Personnel (Pers-84) initially (completion of construction), and by inspection by fleet or type commanders annually thereafter. Decommissioning of a ship terminates the designation as a naval place of confinement. Requests for closure of ship's brigs, for other reasons, shall be submitted via the chain of command to PERS-84. PERS-84 will then forward the request, along with a recommendation for action, to the Chief of Naval Operations. CNO involvement is necessary as brig closure has an affect upon the overall readiness of the ship. All requests shall include positive justification for closure and the date for ceasing operation. If approved for closure, the ship shall notify all concerned of the actual closing date when it occurs.

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Chapter 2

Physical Plant

201. Classification. Ships' brigs are designated as being Class I or Class II. Class I Brigs are brigs on ships which are required by this instruction to operate brigs. Ships designated to operate Class I Brigs shall provide facilities to accommodate all confinees on request. Prisoner confinement, however, may not exceed 30 days. All other ships' brigs are designated as Class II Brigs and shall operate only when authorized or directed by the Fleet Commander. Ships with Class II Brigs should, when feasible, transfer prisoners to shore or Class I Brigs. In those cases where there have been restrictions placed upon the confinement capability of Class II Brigs, such will be noted in the Fleet Commander's authorization/direction to operate.

202. General

a. Standards. Cells in ships' brigs are not required to conform to the size specified for cells in shore brigs. Structural standards for ships are at Article 2101.2 of reference (a) and NSEC Hull Type Drawing 804 5959213. Cells will, however, be a minimum of 3.5 feet wide, 7.5 feet long and 6.5 feet high. All new construction will conform to hull type standards.

b. Terminology

(1) Life Safety items: refers to items of major importance in protecting staff/prisoner lives if endangered.

Examples are:

(a) emergency breathing devices for each prisoner and staff member

(b) emergency bills

(c) emergency equipment, including keys

(d) two means of egress

(e) alarms/alarm systems

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(2) Security items/less serious safety items. Refers to policies, procedures or equipment needed to operate an orderly and secure facility and to problems which present a danger to staff or confined personnel that is not immediately life threatening. Examples are:

- (a) locking devices/doors
- (b) valves and switches
- (c) electrical control/locking systems

(3) Habitability items include areas that are not normally safety or security threats. For example:

- (a) heat
- (b) light
- (c) ventilation
- (d) plumbing/heads/shower
- (e) furniture and lockers

203. Discrepancies. Brig physical plant discrepancies will be resolved as follows:

a. Life safety discrepancies will be immediately corrected and no waiver or deferral will be granted except as provided by reference (a). Discrepancies will be corrected no later than the next scheduled restricted availability after the required alterations have been approved by Naval Sea Systems Command.

b. Security and less serious safety discrepancies will be corrected at the earliest date, and not later than the next scheduled extended availability. Waivers may be granted by the Chief of Naval Personnel (Pers-84) until the appropriate overhaul period and will be based on compensatory brig procedures or other effort that reduces the threat to the maximum extent possible. Security will be secondary to life safety issues.

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c. Habitability requirements should be corrected at the earliest possible time as funding and personnel permit.

d. Permanent waivers for other than life safety discrepancies will be granted only by the Chief of Naval Personnel and only in the most unusual circumstances.

204. Physical Plant Standards for New Ships

a. Afloat brigs shall meet all current life safety criteria in order to operate. Upon approval of revised or new safety requirements, the echelon issuing such requirements will determine and specify the appropriate period of time in which to accomplish the changes required. If these changes are required to be effective immediately, this shall be so stipulated.

b. New security standards issued in the future will be applicable as determined by the Chief of Naval Personnel (Pers-84). Waivers should be submitted where conformance to new regulations is not feasible or practical.

c. Habitability requirements for a ship are those in effect at the time of construction. A ship will be required to conform to new habitability regulations only in cases of major, long-term impact, or in cases determined necessary by fleet commanders or medical personnel.

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Chapter 3

Staff301. General

a. Billet Titles. The billet titles displayed in Chapter 3 of reference (a) shall be utilized in all afloat brigs. The use of local titles is prohibited. The brig officer shall be appointed by the commanding officer in writing. He or she should be a naval officer.

302. Class I Ships' Brigs. Ships with Class I brigs shall be manned with one Chief Petty Officer (CPO) (NEC 9575*) Brig Supervisor, one PN1 (NEC 9516) Collateral Duty Counselor, five PO1 (NEC 9575*) Section Leaders and additional ships' personnel as required for quarters supervision. Since one CPO (NEC 9575*), one Collateral Duty PN1 (NEC 9516) and two PO1 (NEC 9575*) are currently authorized for most ships required to operate brigs, additional requirements can normally be met by utilizing temporary additional duty (TAD) staff who have completed the "Afloat Brig Training Course" (Course A831-0003) until additional billets are programmed. At least two staff members shall be on duty at all times when the brig is in operation, one of whom shall have the NEC 9575*. Ship's personnel who have completed the "Afloat Brig Training Course" may supplement the regular brig staff.

303. Class II Ships' Brigs. The Brig Supervisor on those ships with Class II brigs shall have an NEC 9575*. In order to operate the brig, at least six personnel shall have completed the "Afloat Brig Training Course." Since the brig will only be operated intermittently, counseling requirements may be met by either a Correctional Counselor (NEC 9516); an officer who is not responsible for the operation of the brig, such as a personnel officer, medical officer, etc.; or a counselor trained in deviant behavior or substance abuse. The counselor shall be appointed in writing and shall visit each person incarcerated in the brig as soon as possible after confinement and daily thereafter. Fleet or Type Commanders may impose additional NEC requirements as necessary, depending on the type and deployment schedules of Class II ships. In tenders with females assigned, at least one brig staff member will be a female, preferably a senior female (SNEC 9999). Additional females will be Temporary Additional Duty (TAD) and trained by the "Afloat Brig Training Course."

*NEC 9548 may be utilized until that NEC is canceled.

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304. Other Personnel

a. Escorts will be ship's personnel assigned at an approximate ratio of one escort to three confined personnel, based on the average usage of the brig, and may be trained locally or at an ashore brig. Qualified escorts will be issued a NAVPERS 1640/18 Prisoner Escort Identification Card.

b. The chaplain will not be the assigned counselor, since religious counseling serves an entirely separate purpose.

305. Training

a. All personnel assigned permanent change of station (PCS) to billets designated to operate the brig will be provided Corrections Specialist (NEC 9575) training en route. Personnel assigned on a temporary basis to brig duty shall attend the "Afloat Brig Training Course", taught by the Naval Institute for Correctional Administration on each coast. Escorts, used solely for escort purposes, may be trained by brig supervisors or at a local shore brig. In addition to the above training, all brig staff shall complete the Marine Corps Institute Corrections Correspondence Course, MCI 58.1D, when that course is available.

b. Each brig shall maintain an effective pre-service and in-service training program. All staff members shall be qualified using the Afloat Brig Job Qualification Requirements (JQR), prior to being assigned to a watch station. The Chief of Naval Personnel (Pers-84) provides lesson plans from the Afloat Brig Training Course to each ship for use in staff training. When in a major port, ships should request the shore brig to provide training assistance.

306. Other

a. All personnel assigned to brigs shall meet the personnel assignment criteria of reference (a).

b. Staff members shall wear standard military uniforms and maintain high standards of military appearance, physical fitness and military bearing.

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c. In those cases where other services, including Marines, embarked utilize the brig, they may be tasked to provide trained and qualified staff members in proportion to the number of personnel of that service confined. These staff members must meet the same qualifications as required for the Navy brig staff. Management of the brig will be by Navy staff only.

d. A minimum of two staff will be on duty and present in the brig when the brig is in use. One post shall be in the control center and the other in the cell or quarters area.

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Chapter 4

Operations

401. General

- a. Routine operational procedures will be per reference (a).
- b. Opposite Sex. Persons of either sex may be confined in ships brigs provided the following conditions are complied with:
 - (1) Rules and regulations regarding apprehension, arrest, restriction, and confinement shall be equally applicable to members of both sexes.
 - (2) Service members of both sexes may not be confined in the brig at the same time.
 - (3) Trained and qualified supervisors of the same sex as the member confined must be utilized.
 - (4) Confinement criteria as directed by reference (a) are met.
 - (5) Brigs will not be used to confine females unless specifically approved and certified by the fleet commander.
- c. In Port. Personnel attached to or embarked aboard the ship may be confined in the ship's brig while in port, as long as time limits for such confinement are observed.
- d. Daily Schedule. The brig daily program and schedule will vary extensively depending on the resources, needs and schedule of the ship, and the individual needs of the prisoners and detainees. The schedule will provide for all work and program requirements specified in this instruction.

402. Ship's Instruction

- a. The brig will operate under a ship's instruction, based on this instruction and reference (a), that includes procedures for:
 - (1) Emergency bills
 - (2) Daily routine
 - (3) Security procedures and searches

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- (4) Special custody/security problems
- (5) Use of force
- (6) Control and maintenance of keys, tools, and security equipment
- (7) Rules and regulations for confined personnel
- (8) Staff rules and regulations
- (9) Post orders

b. In-port and at-sea emergency bills will cover, at a minimum:

- (1) Fire and disaster
- (2) Riot and disorder
- (3) Collision at sea
- (4) Escape/attempted escape
- (5) General quarters

c. Confined personnel rules and regulations will address, as a minimum:

- (1) Rules regarding escape, obedience, safety and searches
- (2) Appearance, courtesy and bearing
- (3) Daily schedule
- (4) Emergency bills
- (5) Orientation
- (6) Smoking
- (7) Work
- (8) Counseling

Enclosure (1)

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- (9) Other programs
- (10) Mail, visiting, telephone
- (11) Disciplinary measures

403. Confinement, Release, Transfer

- a. Procedures will be per reference (a).
- b. All confinements will be documented by NAVPERS 1640/4, Confinement Order.
 - (1) Personnel under the influence of drugs and/or alcohol will not be confined for safekeeping.
 - (2) Emergency pre-trial detention is permitted when there is reason to believe the individual is a danger to ship's personnel or property. The order to confine may be oral or written per Article 9, UCMJ. Required procedures will be accomplished immediately thereafter.
 - (3) Medical procedures will provide for a physical examination prior to confinement; the additional certification required for Bread and Water/Diminished Ration prisoners, will be performed by a physician.
- c. Temporary release/work details will be documented utilizing the DD 629, Receipt for Prisoner or Detained Person.
- d. Permanent release from confinement will utilize the DD 367, Prisoner's Release Order
- e. Transfers between brigs will be accomplished utilizing DD 629. The original order NAVPERS 1640/4 (with medical certification) and the current file for the confined personnel will be provided to the receiving brig upon transfer. The transferring brig may retain copies of key documents from the file to assist in responding to inquiries received following transfer.

Chapter 5

Correctional Programs

501. General. Programs will vary in number and type according to each ship's status, size and situation. Program levels cannot be as extensive as those at shore brigs; however, the size of a ship's brig does enable the staffs to focus on and address the problems and needs of confined personnel with a unique combination of teamwork and individual attention.

502. Work

a. Prisoners will perform productive work, except that Bread and Water prisoners shall remain in their cells and perform only housekeeping functions in the cell.

b. It is preferred that confined personnel work in groups where possible. Detainees will not work with post trial prisoners except on routine housekeeping. Separately, however, both categories may perform work assignments that are beneficial to the ship even if the work is similar.

c. As a general guideline, work inside the brig and its assigned spaces is a routine maintenance or housekeeping function and may be performed by any prisoner or detainee, singly or in mixed work legal status. All detainees and prisoners, except Bread and Water prisoners, will work approximately 60 hours per week, Monday through Saturday. Sunday will be a work day only when it is a work day for the ship. A suggested schedule is at Chapter 8. Work may be anywhere in the ship's spaces, and must be productive and useful, but prohibitions in reference (a) regarding access to weapons, drugs or administrative areas will be observed.

503. Other Programs. Programs are for all prisoners, but are not normally utilized by Bread and Water prisoners or detainees except as noted below. General Military Training (GMT) is provided for detainees, but rehabilitative programs are not appropriate to detained personnel.

a. Religious. The chaplain, or lay leader where appropriate, will visit confined personnel daily, including Bread and Water prisoners, and will provide a supportive moral atmosphere that encourages responsible actions and self-evaluation by those confined.

b. Training. The Brig Supervisor will make available ship's resources for at least 45 minutes daily GMT and rate training study.

c. Physical Training. Physical training, in accordance with OPNAVINST 6110.1C, is required of all detainees and prisoners except BW/DR prisoners. Requirements for physical training will normally be 45 minutes daily but will be governed by common sense, climate and ship facilities. Care should be taken to ensure detainees and prisoners are not required to exercise on surfaces or under conditions that could produce physical harm to individuals. All physical fitness training will be conducted per reference (b) to ensure compliance with current Navy policy.

d. Counseling and Motivational Training. Counseling of all prisoners and detainees, including Bread and Water prisoners, is required. Initial interviews and counseling sessions will be accomplished within 24 hours of confinement; counseling contact with each person will be for at least two hours weekly thereafter. In Class I ships, the minimum counseling will be one hour of individual counseling and one hour of group motivational counseling weekly. In Class II ships, motivational programs and counseling will be offered in the amount and format dictated by prisoner population and ship's resources, but motivational programs will be offered for at least 45 minutes daily during the week by the counselor or other staff member. Motivational training will be based on the "Getting It Together" series of videotapes available through the appropriate Naval Education and Training Support Center Tape (numbers 43027 through 43033, and number 43179). Motivational training will be on a 15-day cycle and prisoners will enter the program upon confinement. Since this program is educational, pre-trial detainees may participate on a voluntary basis in the same groups as prisoners.

e. Library. Library selections will be available to prisoners and detainees routinely, but not to Bread and Water prisoners. Selections will be chosen by the Brig Supervisor and will be representative of a wide range of literature from the ship's supply. Confined personnel will be allowed to retain limited amounts of literature for reading in their spaces. The brig will not have unduly restrictive rules regarding frequency or difficulty of access to library materials, but materials will only be read during recreation or free time periods.

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f. Division/Department Visits. Each prisoner or detainee will be visited at least weekly by his or her division/department head and/or leading chief petty officer. Visits to Bread and Water prisoners are at the discretion of the prisoner's division officer or department head, but are normally a positive experience for the prisoner.

g. In-port general visiting of confined personnel is authorized, subject to restrictions of reference (a) and limitations related to the ship's security.

h. Recreation. A recreation time period will be scheduled for one hour daily for confined personnel not in a disciplinary segregation status. Bread and Water prisoners receive no recreation. Pre-trial detainees will be denied recreation only in the most unusual instances and then specifically by the brig officer.

Chapter 6

Administration and Records

601. General. Extensive administrative report procedures levied on shore brigs are considered inappropriate for a ship, in that it would result in a significant resource drain and result in operational interference. The following requirements are considered the minimum that provide necessary information and legal safeguards. Substitution of local forms is not authorized.

602. Records

a. Brig. The following forms are applicable to ships' brigs when authorized to operate a brig by Fleet Commanders:

(1) Brig log. The brig log in most ships' brigs is sufficient to account for the movement of confined personnel.

(2) Medical log (can be combined with brig log in small ships).

(3) NAVPERS 1640/12, Daily Report of Prisoners Received and Released.

(4) Disciplinary log, visitor log, key log and privileged correspondence log.

b. Prisoner/Detainee File. (An asterisk (*) denotes applicable requirements for Bread and Water prisoners).

*(1) NAVPERS 1640/4, Confinement Order.

(2) Court-Martial Order

(3) Results of Trial letter

(4) DD 629, Receipt for Prisoner or Detained Person

*(5) DD 367, Prisoner's Release Order

*(6) NAVPERS 1640/19, Initial Contact Sheet for all confined personnel.

(7) NAVPERS 1640/10, Work and Training Report filled out as required by local circumstances, usually weekly.

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- (8) NAVPERS 1640/13, Prisoner/Awardee Evaluation Report
- (9) NAVPERS 1640/9, Disciplinary Report
- (10) NAVPERS 1640/8, Conduct Record
- (11) NAVPERS 1640/17, Inventory and Receipt of Valuables, Clothing and Personal Effects
- (12) DD 509, Inspection Record of Prisoner in Segregation, as necessary.
- (13) DD 504, Request and Receipt for Health and Comfort Supplies, as necessary.

c. Funds and Valuables. Confined personnel funds and valuables will be deposited with the disbursing officer. Procedures for such action will be specified in the brig standard operating procedures.

d. Personal Property. The personal property of personnel confined in a brig will be secured by the individual's division officer until he or she is released from confinement.

603. Incident Reports. Intended to keep higher authority informed of events in Navy brigs which could result in embarrassment to the Naval Service or focus attention on the brig in question. These reports shall be submitted as follows:

a. Reports will be submitted as Unit Situation Reports (UNIT SITREP) (RCS JCS-FM (3501)) or OPREP-3 Navy Blue Reports, whichever is appropriate, in compliance with OPNAVINST 3100.6E (NOTAL).

b. The following type incidents or alleged incidents shall be reported:

- escape
- death of confined person
- suicide, or attempt, by confined person

- mass strike or disruptive action
- incidents with racial overtones
- incidents of maltreatment or abuse of confined persons
- other incidents which could result in embarrassment to, or focus public attention on, the brig or the United States Navy

604. Inspections. The fleet commanders, through the chain of command, are directly responsible for the operations of ships' brigs within their claimancy. The strong involvement of the chain of command in the day-to-day operation of Navy brigs is essential. Fleet commanders will ensure regular annual inspections of ships' brigs, and provide guidance and assistance in their operations. A copy of all inspection reports will be forwarded to the Commander, Naval Military Personnel Command (NMPC-84). A guide and format for inspections is at Chapter 7.

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Chapter 7

INSPECTION GUIDE/REPORT Ship's Brig

701. Inspection reports will be submitted by the inspecting officer via the commanding officer of the activity inspected to the major claimant. A copy of all inspections will be forwarded to the Chief of Naval Personnel (Pers-84) and the fleet commander. An overall evaluation will be made of the operation and administration of the brig. Each functional area is broken down into the following subsections:

- a. Evaluation - Each functional area will be evaluated.
- b. Discussion - A brief discussion will highlight critical discrepancies, problem areas and proposed corrective action. Additionally, particular attention should be paid to noteworthy items for which the facility could be commended and/or which could be of value throughout the Navy Corrections Systems.
- c. Recommendations - These are short specific statements, normally with references, of the items requiring corrective action. It is not an all inclusive list, but provides minimum areas that shall be inspected. Additional items should be added as warranted. Only those items identified for further action should be included in the final report.

702. The inspection guide is designed for easy conversion to the final report by filling in the required blanks and checking the discrepancies/recommendations that require further action. Any item that requires additional comment, explanation or special attention should be highlighted in the discussion section for that functional area.

703. The final paragraph in the endorsement of the inspection report requires that the commanding officer of the inspected facility advise of the action taken to correct the discrepancies. Where corrective action cannot be completed immediately, the claimant should monitor the progress to ensure that it is completed in a timely manner.

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704. A check is to be made after each area. The area either "conforms", "non-conforms", or "does not apply". The "other" areas may be used to identify areas which are not addressed by the printed check list.

705. References are to reference (a) unless otherwise indicated.

706. Send the completed check list to Chief of Naval Personnel (Pers-84), Department of the Navy, Washington, D. C. 20370.

Enclosure (1)

7-2

INSPECTION GUIDE/CHECK LIST

From:
To:
Via: Commanding Officer, USS _____

Subj: REPORT OF INSPECTION OF SHIP'S BRIG

Ref: (a) SECNAVINST 1640.9A
(b) NSEC Hull Type Drawing, 804-225308-D

1. Following the provisions of reference (a) _____, Corrections Specialist(s) visited the USS _____ (Name of Ship, Ship's UIC) during the period _____ to inspect the operation and administration of the ship's brig and to provide technical assistance to the Commanding Officer in all areas of corrections. This report primarily addresses discrepancies observed and does not include comments on the numerous items or areas that were observed to be satisfactory or better. The overall operation and administration of the ship's brig is assessed as (outstanding, satisfactory or unsatisfactory). The number of prisoners confined in the brig during the previous calendar year was _____ and _____ prisoners have been confined to date this calendar year.

2. Physical Plant

a. Evaluation: The ship was commissioned in _____, and has a rated brig capacity of _____. The functional adequacy of the brig is assessed as (outstanding, satisfactory or unsatisfactory).

b. Discussion:

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SECTION 02 PHYSICAL FACILITY

		Conforms	Not Applicable	Non Conforms	
c. RECOMMENDATIONS:					
Art 2201.2	Obtain CNO approval for closure				02-006
Art 2102.1	Do not confine more than one prisoner in single cells				02-013
Art 2102.3	Use single cells for disciplinary segregation				02-016
	Isolate D-seg cells from other quarters				02-017
Art 2102.4	Do not use special quarters as punishment				02-018
Art 2104.2	Do not exceed rated capacity by more than 10%				02-219
Art 2204.1	Provide cell/secure room with:				
	permanently mounted security bunk				02-027
	mattress and pillow				02-029
	sheets, pillow case, blankets				02-030
Art 2204.1	Remove furniture from cell/secure room only:				
	due to prisoner misconduct/destructive behavior				02-031
	by brig officer's order				02-032
	Provide gang release for 6 or more contiguous cells/rooms				02-033
	Ensure gang release is operational.				02-034
	Key cells/secure rooms to a single key.				02-035
	Ensure key to area is different than key to cell/room.				02-036
Art 2102.1 2204.1	Remove padding from cells/secure rooms.				02-037
Art 2204.1	Provide cells/secure rooms with the following:				
	metal combination commode, lav, bubbler				02-038
	hot/cold running water				02-039
	one shower per 10 prisoners				02-040
	shower adjacent to area				02-041
	security type shower head				02-042
	individual security light fixture				02-043
	minimum 20 ft candle power at table top				02-044
	spaces painted with light colors				02-045
	minimum vent. in accordance with SEC 512, ref (b)				02-047
	temperature in accord with SEC 512, ref (b)				02-048
	no excessive noise, SEC 512, ref (b)				02-049

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SECTION 02 PHYSICAL

		Conforms	Not Applicable	Non Conforms	
Art 2205.1	Ensure the control center meets the following requirements:				
	located within the inner security perimeter				02-074
	provides a clear view of main corridor and brig entrance				02-075
	entrance is from outside the inner security perimeter				02-076
	constructed to prevent entrance of unauthorized persons				02-078
	can function under riot conditions				02-079
	controls all traffic thru inner security perimeter				02-080
	control center for all communications and alarms				02-081
	storage of keys				02-082
	storage of security equipment				02-083
	storage of life support systems				02-084
	storage of prisoner movement/accountability records				02-085
	storage of dangerous tools (if appropriate)				02-086
Art 2205.8	Ensure external communications and alarms meet the following:				
	equip emergency lines with executive override in control center				02-132
	Duress Alarm to the Ready Alert/Reaction Force and Bridge/Quarter Deck				02-134
Art 2205.9	Ensure fire construction provides two means of egress				02-138
Art 2205.9	Ensure fire equipment meets the following:				
	provide fire extinguishers (number & type) prescribed by Fire Marshal				02-144
	ensure regular fire drills are conducted				02-145
	ensure regular check of fire extinguishers				02-146
	remove fire extinguishers, if possible from prisoner living quarters				02-148
	control prisoner access to fire stations				02-149

SECTION 02 PHYSICAL FACILITY

		Conforms	Not Applicable	Non Conforms	
Art 2205.9	provide fire nozzles that can pass freely thru grilles				02-150
	restrict control valve of sprinkler system to staff access				02-151
	secure fire equipment from prisoner access (ladders, hoses, axes, etc)				02-152
Art 2209.1	Ensure lighting fixtures meet the following:				
	security fixtures in dorms, cells, secure rooms				02-275
	wall plates are metal with security screws				02-276
Art 2209.2	Ensure electrical systems meet the following:				
	no outlets/switches in cell/secure room				02-277
	dormitory switches are outside dorm area				02-278
	all lines in metal conduit				02-279
	fixtures individually and collectively switched				02-280
	switches in locked panels controlled by staff				02-281
	power stations located outside perimeter				02-282
Art 2209.3	Ensure temperature and ventilation equipment has:				
	security fixtures and screws in berthing areas				02-285
	ductwork, pipes, conducts buried or concealed				02-288
Art 2209.5	Ensure plumbing meets the following:				
	facilities accessible to each living area without need to unlock doors				02-294
	water cut off control valve outside prisoners' reach				02-295
	toilets are deck mounted				02-296
	operating valves are non-removable type				02-297

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Conforms

Not Applicable

Non Conforms

SECTION 02 PHYSICAL FACILITY

	deck drains secured with spanner or security screws				02-298
	cut off controls behind locked doors with only staff access				02-299
	no exposed pipes where prisoners have access				02-300
Art 2209.6	Ensure all major utilities are secured from prisoners				02-301
Art 2209.7	Ensure passageways meet the following: no exposed utilities, pipes, conduit or ductwork				02-302
Art 2209.9	Ensure signs meet the following: kept to a minimum				02-327
	uniform size, configuration, color (fire/safety codes permitting)				02-328
Art 2209.10	Ensure lockers meet the following: one for each prisoner				02-333
	secured by prison type combination lock				02-334
	combination lock operable by a master key				02-335
	locks provided by the command				02-336
	master keys stored in safe place				02-337
	master keys available only to brig officer/designee				02-338
	replace damaged/inoperable locks				02-339
	charge cost to repair/replace damaged lock to responsible prisoner				02-340
	located in prisoners' quarters (except D-seg cells) or cell lobby				02-341
Art 2209.12	do not use suspended or false overheads in prisoner berthing area				02-344
	ensure construction/alteration material is non-combustible, fire resistant				02-345
Art 2301.1	Ensure normal maintenance meets the following: self-help is used				02-347
	appraise outside workers of security regs.				02-348

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SECTION 02 PHYSICAL FACILITY

		Conforms	Not Applicable	Non Conforms	
	ensure outside workers cooperate, in security matters, with escort				02-349
Art 2301.2	Ensure security equipment maintenance meets the following:				
	damaged equipment is repaired immediately				02-350
	repaired by ship's work force, not brig staff				02-351
	temporary barriers installed for damaged equipment				02-352
Art 2302.1	Ensure inspections meet the following:				
	are frequent, unscheduled of security equipment				02-353
	are visual and functional of security equipment				02-354
	check for faulty electrical equipment				02-355
	check for safety hazards				02-356
	unusual conditions reported by all staff				02-357
	defective equipment reported by all staff				02-358
	violation of security procedures reported by all staff				02-359
	time and results of all inspections recorded in brig log				02-360
	log entry indicates inspector's name and immediate action taken				02-361
	brig officer provided with written reports of discrepancies				02-362
Art 2302.2	Ensure formal inspections meet the following:				
	performed weekly of security, emergency, firefighting equipment				02-363
	record retained in brig				02-364
	immediate steps taken to correct deficiencies				02-365
Art 2302.3	ensure regular inspection by fire marshal				02-366
	ensure brig complys with all standards set by fire marshal				02-367
Art 2303	Ensure safety program meets the following:				
	all staff members feel responsible for elimination of safety hazards				02-368
	prisoners instructed in proper use of tools				02-369

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SECTION 02 PHYSICAL FACILITY

		Conforms	Not Applicable	Non Conforms	
Art 2303	prisoners required to observe safety precautions				02-370
	formal weekly inspection is made				02-371
	immediate steps taken to correct deficiencies				02-372
	safety regulations posted at each machine				02-373
	mandatory wearing of appropriate safety equipment				02-374
Art 2304	Ensure sanitation program meets the following:				
	high standards of sanitation is maintained at all times				02-375
	prisoners perform daily sanitation				02-376
	daily inspection by staff				02-377
	weekly inspection by medical department				02-378
	vermin eradication (if required) is carried out				02-379
	copy of weekly inspections retained in brig records				02-380
Art 2101.2	Ensure structural standards conform to NSEC Hull Type Drawing 804-2252308-D				02-381
	Do not confine personnel in ships brig longer than 30 days				02-382
Art 2201.2	NSEC Hull type drawing 804-225308-D shall be used for all brig construction and alterations. In specific cases waivers can be granted with concurrence of major claimant, CHNAVPERS, and Naval Sea System Command, for specific items which do not affect safety and security				02-401
Ref (b)	Bulkhead Construction:				
	a. Bulkheads referring to this note are solid and strongly constructed (5.1 1b steel plate minimum). Solid bulkheads added to form brig shall be of not less than 7.5 1b steel plate				02-402
	b. Bulkheads referring to this note are 3.0 1b steel bars manufactured in accordance with details and notes shown in reference (b)				02-403

SECTION 02 PHYSICAL FACILITY

		Conforms	Not Applicable	Non Conforms	
Ref (b)	c. Bulkheads referring to this note are manufactured in accordance with elevation D-D				02-404
	Prison door, PC 11, are manufactured in accordance with elevation D-D				02-405
	Three prisoner doors, PC 12, are manufactured in accordance with reference (b), PC nos. 1-13 inclusive				02-406
	All labeling required within cells and lobby is stencilled; there are no label plates except in sentry vestibule				02-407
	Locks for prison doors, PC 12, are electrically controlled from the sentry's post in the vestibule and are manually operable with a single key for the three locks for emergencies in the event there is a power failure. A BZ circuit control panel installed at the sentry's post indicates when door is locked or unlocked See ships spec., 624 and 436				02-408
	Mail boxes (PC 8) are located to allow posting of mail through grille and stencilled as follows: 1st box, "U.S. Mail", and 2nd box, "Letters to Commanding Officer".				02-409
	A drinking fountain is located in the vestibule from which a bubbler is installed in the adjoining cell lobby.				02-410
	Cell and cell lobby are constructed such that prisoner cannot harm himself or others, or cause damage to ship installation. Where overhead sheathing does not cover some system installation, they shall be completely enclosed by 5.1 pound steel plate. Valves and other system controls shall not be installed in cells.				02-411
	Lighting is in accordance with ships spec., sect. 331 and 332. Each security cell is fitted with one fixture symbol 137. The multiple cell and cell lobby have a sufficient number of these fixtures to provide 20 foot candles of light. Vestibule has normal lighting. Light switches for cells and lobby are controlled from the sentry's post in the vestibule. Lights in cells shall be security fixtures. Conduct candle-power survey and upgrade as necessary				02-412

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SECTION 02 PHYSICAL FACILITY

Ref (b)		<div>Conforms</div> <div>Not Applicable</div> <div>Non Conforms</div>			
	A telephone or sound power telephone phone is located at the watchstanders post. See ship spec. sect. 432 (Executive override)				02-413
	Ventilation and heating for the brig shall conform with that for the crew's living spaces (NAVSEA REG's). See ships spec., sect. 542. Conduct air movement, and/or heating survey and upgrade as necessary				02-414
	The multiple cell has a minimum capacity of the three berths for the first 500 accommodations, and one additional berth for each 500 additional accommodations, or major fraction thereof (including accommodations for ships supported (tenders)). Sixteen (16) square feet of deck area and a type "D" locker is provided for each berth installed				02-415
	Doors PC's 10, 11 & 12 shall be fitted with prison type locks. PC 10 & 11 shall be keyed differently. PC 12 (3) shall be keyed alike. See ships spec., sect. 604				02-416
	Toilet and lavatory in the cell lobby is corrosion resistant steel or equal approved. Toilet in the security cells shall be Smithson Model A-100 as manufactured by Aluminum Plumbing Fixture Corp. or equal approved. Shut off is located in sentry vestibule. Note 1b, ref (b)				02-417
	Convex mirrors, PC 5, are arranged so as to afford the sentry the maximum vision to obscured parts of cells and lobby from duty post; mirrors are of impact resistant, shatter proof. Install shatterproof viewport/convex mirror(s) to improve visual surveillance of brig				02-418
	All hardware bunks, and furniture is installed so it cannot be removed or disassembled. Bolts are security twist off type, or the bolt head or nuts (depending upon installation) are are tack welded				02-419
	Wiring in cells or cell lobby is encased in rigid steel conduit and fitted tight to overhead and tack welded 12" centers. Door lock conduit is run tight against door frame and welded 12" centers				02-420
	There is no easily removeable overhead sheathing in multiple cell, security cells and cell lobby. Required sheathing is fixed and smooth.				02-421

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SECTION 02 PHYSICAL FACILITY

		Conforms	Not Applicable	Non Conforms	
Ref (b)	There is a label plate in conspicuous location in sentry vestibule with following inscription: "No changes shall be made to the brig installation or systems currently passing through the brig without the approval of the Naval Sea System Command."				02-422
	Door switches are not wired locked				02-423
	BZ control panel has a plexiglass (shatterproof) cover				02-424
	All welding is in accordance with ships specs.				02-425
	Thermal insulation on ship's hull is of a type resisting removal and damage, or is sheathed with metal				02-426
	Speaker (PC 16) may be integrated into the SE circuit (entertainment system). See ships spec. sect. 433-N. Volume 1, and channel selector switches shall be located on the desk in the sentry vestibule for remote operation by sentry. (Optional item)				02-427
	Ensure Emergency Breathing Devices (EEBD) are available in the following quantities: one (1) for each prisoner (based on rated capacity) and watch stander plus two (2). Number of EEBD's in brig is -----.				02-428
	Type D metal lockers should be installed in the brig in the same number as the rated capacity				02-429
	Establish a maintenance program for cell doors and locks				02-430
	Install shatterproof plexiglass covers over electrical door switches				02-431
	Other:				02-437
	Other:				02-438

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SECTION 02 PHYSICAL FACILITY

Other:

Conforms

Not Applicable

Non Conforms

02-439

SECTION 03 STAFFING

a. EVALUATION:

Current authorized staffing consist of:

_____ officer(s)	03-001
_____ enlisted billets	03-002

Navy management plan (NMP) provides for:

_____ officer(s)	03-003
_____ enlisted staff	03-004

At the time of this visit the actual manning was:

_____ officer(s)	03-005
_____ enlisted billets	03-006
_____ % of required manning level	03-007

Number and kinds of billets authorized to perform assigned mission are considered:

<u>adequate</u>	03-008
<u>excessive</u>	03-009
<u>inadequate</u>	03-010

Motivation and work knowledge of staff is:

<u>outstanding</u>	03-097
<u>satisfactory</u>	03-011
<u>unsatisfactory</u>	03-012

Utilization of staff is:

<u>outstanding</u>	03-098
<u>satisfactory</u>	03-313
<u>unsatisfactory</u>	03-314

Inservice training program is:

<u>outstanding</u>	03-099
<u>satisfactory</u>	03-315
<u>unsatisfactory</u>	03-316

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SECTION 03 STAFFING

b. Discussion:

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SECTION 03 STAFFING

		Conforms	Not Applicable	Non Conforms	
c. RECOMMENDATIONS:					
Art 3102.1	Ensure staff meets the following requirements:				
	completed 24 mos. of active duty				03-017
	PO3 or above				03-018
	mature/emotionally stable				03-019
	no court-martial conviction on current enlistment				03-020
	no confinement as a result of a court conviction				03-021
	no physical disability which hinders correctional work				03-022
	Navy personnel scored at least average on Standard Class. Test				03-023
	High School diploma/GED				03-024
Art 3102.2	Ensure counselor(s) meets the following requirements:				
	PO2 or above				03-025
	High School diploma and/or required courses				03-026
	effective oral and writing abilities				03-027
	counselor is interested in the work				03-028
Art 3102.3	Ensure senior staff are trained and qualified				03-029
Art 3102.4	ensure CNP approval for opposite sex staff				03-030
Art 3102.6	Ensure other military service staff meet selection criteria				03-031
Art 3106.1	Reassign unsatisfactory staff				03-032
Art 3106.2	Remove NEC from unsat. reassigned staff				03-033
Art 3201.1	Appoint chaplain in writing				03-036
	Appoint medical officer in writing				03-037
Art 3201.2	Appoint brig officer in writing				03-038
Art 3205	Appoint funds and valuables custodian in writing				03-041
Art 3201.2	Appoint assistant custodian in writing				03-042
	Designate authorized custodians for outside normal work hrs.				03-043
	Appoint mail supervisor in writing				03-044
Art 3202	Use only authorized billet titles				03-045
Art 3401	Provide accurate post orders				03-058
	Train staff to perform post functions				03-059

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SECTION 03 STAFFING

		Conforms	Not Applicable	Non Conforms	
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Art 3102.3	Ensure senior staff are trained and qualified				03-029
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Art 3201.1	Appoint chaplain in writing				03-036
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Art 3201.2	Appoint assistant custodian in writing				03-042
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	Appoint mail supervisor in writing				03-044

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SECTION 03 STAFFING

		Conforms	Not Applicable	Non Conforms	
Art 3202	Use only authorized billet titles				03-045
Art 3401	Provide accurate post orders				03-058
	Train staff to perform post functions				03-059
Art 3402.1	Eliminate physical abuse, unnecessary force, corporal punishment				03-060
Art 3402.3	Ensure all staff feel responsible for security				03-061
Art 3402.5	Do not extend unauthorized privileges or info to prisoners				03-062
Art 3402.6	Prohibit staff social contacts with prisoners or their families/friends				03-063
Art 3402.7	Do not release unauthorized info on prisoners				03-064
Art 3402.8	Ensure staff meets standard appearance/military bearing				03-065
Para 4.e. ref (c)	Wear military uniforms				03-066
Art 3403	Do not fraternize with prisoners				03-067
Art 3404	Do not harass prisoners				03-068
Art 3405	Ensure CO reviews charges of staff physical abuse/maltreatment				03-069
Art 3501	Ensure staff receives formal brig training				03-070
Art 3103.4	Ensure Navy security staff have NEC 9548				03-071
Art 3103.4	Ensure Navy counselor has NEC 9516				03-072
Art 3502	Provide adequate preservice training				03-073
	Do not assign staff to full duties before completing preservice training				03-074
	Maintain staff training records (JQR)				03-075
Art 3503	Provide regularly scheduled in-service training				03-076
	Ensure in-service training provides required topics annually				03-077

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SECTION 03 STAFFING

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Conforms

Not Applicable

Non Conforms

Para 4.b. of Ref (c)	Provide at least three billets with NEC 9548				03-080
	Provide at least one billet with NEC 9516				03-081

Other:

03-100

Other:

03-101

Other:

03-102

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SHIP'S BRIG

SECTION 04 CONTROL, SECURITY, EMERGENCIES

a. EVALUATION: (Check one only)			
The control, security and emergency pro-			
cedures are considered:			
<u>outstanding</u>			04-001
<u>satisfactory</u>			04-002
<u>unsatisfactory</u>			04-003

b. Discussion:

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SECTION 04 CONTROL, SECURITY, EMERGENCIES

		Conforms	Not Applicable	Non Conforms	
c. RECOMMENDATIONS:					
Art 4101.2	Man control center 24 hrs a day				04-004
	Eliminate access of unauthorized personnel to control center				04-005
Art 4102.1	Ensure control center has the following: Confinement orders at time of confinement				04-008
Art 4102.2	Visible file of prisoner I.D. badges				04-009
Art 4102.10	Brig Log				04-012
Art 4102.9	Maintain and execute Release Orders in control center				04-017
Art 4103.1	Ensure at least 3 prisoner counts are taken daily				04-018
	Conduct irregular and frequent counts				04-019
	Do not schedule routine counts during work/training/sleep/rec.				04-020
Art 4103.2	Ensure prisoners do not move during counts				04-021
Art 4201	Provide custody classification procedures				04-029
Art 4201.3	Do not use other terms besides MAX., MED., MIN.,				04-030
Art 4201.4	Berth separately (if poss.) new or diff. legal status prisoners				04-031
	Separate prisoners by custody classification				04-032
Art 4202.1	Do not assign minimum custody to pre-trial detainees				04-033
Art 4203.2	Complete NAVPERS 1640/19, Initial Contact Sheet, for each prisoner				04-036
Art 4203.3	Use NAVPERS 1640/10, Work and Training Report				04-037

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SECTION 04 CONTROL, SECURITY, EMERGENCIES

		Conforms	Not Applicable	Non Conforms	
Art 4203.4	Maintain a treatment file for each prisoner				04-038
	Use treatment file for official reviews and board action				04-039
Art 4203.5	Establish a procedure for passing on info about prisoners				04-040
Art 4205.1	Ensure brig officer authorizes prisoners in special quarters				04-049
	Explain to prisoners in special quarters their status				04-050
	Ensure restrictions of normal privileges in special quarters are justified				04-051
	Ensure C.O. certifies continuation in special quarters for more than 30 days				04-052
Art 4205.1	Ensure brig officer authorizes each use, of unfurnished cell				04-053
	Do not segregate prisoner beyond need for special segregation				04-054
	Justify placing prisoner(s) in segregation				04-055
Art 4205.3	Do not segregate passive homosexuals without cause				04-056
Art 4205.4	Ensure medical personnel examine suicidal prisoner(s)				04-057
Art 4205.5	Sight prisoners in special quarters at least every 15 minutes				04-058
	Use DD 509, Inspection Record of Prisoner in Segregation, in special quarters				04-059
	Ensure brig officer, medical officer, chaplain visit special quarters daily				04-060
Art 4301.3	Do not arm security personnel within the perimeter				04-062
Art 4301.6	Prohibit unauthorized personnel in the brig				04-065
	Prohibit off duty staff visiting prisoners or the brig				04-067

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SECTION 04 CONTROL, SECURITY, EMERGENCIES

Conforms
Not Applicable
Non Conforms

Art 4302.3	Instruct prisoners that they are subject to search				04-068
	Conduct random frisk searches				04-069
	Prohibit exaggerated positions or unnecessary force during searches				04-070
	Strip search new prisoners				04-071
Art 4302.3	Conduct strip searches in privacy				04-072
	Ensure staff do not conduct body cavity searches				04-073
	Ensure prisoners are not present during search of quarters				04-074
	Do not unduly disturb prisoners' effects during a quarters search				04-075
	Execute chain of custody for illegal contraband				04-076
	Search visiting areas after visits/prior to prisoner access				04-077
Art 4303	Provide a key control system				04-078
Art 4303.1	Ensure key control includes the identity and location of keys				04-079
	Ensure markings on keys do not indicate their function				04-080
	Check keys to ensure they are operational				04-081
Art 4303.3	Ensure staff do not carry unauthorized keys into security areas				04-082
Art 4303.1	Ensure brig keys are not taken from the facility				04-083
	Provide a duplicate set of keys for emergencies				04-084
Art 4303.2	Provide a key locker in the control center				04-085
	Ensure key control book indicates key number, location, trade name				04-086
Art 4304	Provide a tool control system, if tools are stored in brig				04-087
Art 4304.2	Ensure tools are checked out/in by and to responsible persons				04-090
	Supervise and secure hazardous tools				04-091
	Mark department tools				04-092
	Report missing/lost tools immediately				04-093
	Account for and dispose of broken, damaged tools				04-094

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SECTION 04 CONTROL, SECURITY, EMERGENCIES

		Conforms	Not Applicable	Non Conforms	
Art 4306.1	Control medical supplies				04-098
Art 4306.3	Ensure poisons are in locked storage and dispensed in required quantities				04-100
Art 4306.4	Ensure irritants are centrally stored and properly issued/returned				04-101
Art 4306.6	Do not store large quantities of volatile items within the perimeter				04-102
Art 4307.1	Do not store weapons, ammo, within the brig perimeter				04-103
Art 4309.1	Do not use instruments of restraint as punishment				04-109
Art 4309.3 Art 4309.5	Prohibit instruments of restraint in /, routine movements				04-110
Art 4309.4	Do not chain prisoners to bulkheads/other appurtenances				04-111
Art 4401	Train staff in disturbance prevention/control				04-112
Art 4403	Establish proper priorities of force				04-113
Art 4405	Provide a comprehensive fire bill (Damage Control)				04-114
Art 4407	Provide a comprehensive escape bill				04-116
Art 4408	Provide a comprehensive riot control bill				04-117
Art 4409	Provide procedure for a hostage incident				04-118
Art 11104.	Incorporate "Man Overboard", "Abandon Ship" in brig emergency bill				04-119
	Other:				04-124
	Other:				04-125

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SECTION 04 CONTROL, SECURITY, EMERGENCIES

Conforms

Not Applicable

Non Conforms

Other:

04-126

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SECTION 05 DISCIPLINE

a. EVALUATION:

The discipline procedures are considered:

<u>outstanding</u>		05-001
<u>satisfactory</u>		05-002
<u>unsatisfactory</u>		05-003

b. Discussion:

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Conforms
Not Applicable
Non Conforms

SECTION 05 DISCIPLINE

a. RECOMMENDATIONS:

Art 5101.4	Print brig rules				05-004
	Give new prisoners a copy of brig rules				05-005
	Ensure prisoners keep a copy of brig rules				05-006
Art 5101.5	Explain brig rules and routines to new prisoner				05-007
Art 5101.6	Display daily routine and special activities prominently				05-008
Art 5101.10	Require prisoners to observe military courtesies				05-009
Art 5101.11	Do not require prisoners to perform unauthorized military practices				05-010
Art 5101.12	Do not allow prisoners to gamble				05-011
Art 5102.2	Attempt to limit use of disciplinary reports				05-012
	Enforce brig rules consistently				05-013
Art 5102.3	Provide due process in serious rule infractions				05-014
Art 5102.4	Provide Disciplinary and Adjustment Board				05-015
	Ensure brig officer does not chair the D & A Board				05-016
Art 5102.4	Ensure staff involved in infractions are not members of the D & A Board				05-017
Art 5102.5	Place record of discipline hearings in prisoner's file				05-018
Art 5103.2	Impose only authorized disciplinary measures				05-019
Art 5103.3	Remove prisoners who correct their actions from D-Seg				05-020
	Ensure special diet provides 2100 calories (min) daily				05-021
	Ensure special diet does not exceed 15 consecutive days				05-022
	Prohibit contact of prisoners on D-seg with unauthorized persons				05-023
	Do not deny to prisoner on D-Seg, mail/visitors without cause				05-024
	Order D-Seg an indefinite period of time				05-025

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SECTION 05 DISCIPLINE

		Conforms	Not Applicable	Non Conforms	
Art 5103.3	Ensure Brig Officer and Medical Officer visit D-Seg prisoners daily				05-026
	Ensure prisoners are certified medically for D-Seg special diet				05-027
	Do not increase nor adjust legal punishments				05-028
Art 5201.1	Ensure prisoners are clean, neat, well-groomed				05-029
Art 5201.2	Ensure prisoners wear their prescribed service uniform				05-030
	Prohibit unauthorized uniforms/markings				05-031
Art 5202	Ensure haircuts/shaves conform to prisoner's service regulations				05-032
Art 5.b ref (c)	Ensure prisoners retain beards/mustaches "for cause" only				05-033
	Do not remove facial hair of detainees unless their service regs allow it.				05-034
	Prohibit detainees from growing facial hair				05-035
	Other:				05-040
	Other:				05-041
	Other:				05-042

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SECTION 06, PROGRAMMING

a. EVALUATION: (Check one only)	
The correctional programming is assessed as:	
<u>Class I</u> (Required programs and additional programs supplied)	06-001
<u>Class II</u> (Required programs supplied)	06-002
<u>Class III</u> (Required programs not supplied. Correction required)	06-003

b. Discussion:

SECTION 06: PROGRAMMING

		Conforms	Not Applicable	Non Conforms	
a. RECOMMENDATIONS:					
Art 6102.1	Do not coerce prisoners into revealing personal information				06-004
Art 6102.2	Obtain required Privacy Act Statement				06-005
Art 6102.3	Require personnel returning to duty to attend restoration program				06-006
Art 6201.1	Provide a formal reception program				06-009
Art 6201.4	Attempt to identify and solve prisoner problems				06-010
Art 6201.5	Ensure reception/indoc provide required topics				06-011
Art 6201.7	Ensure training supervisor gives/monitors reception lectures				06-012
	Document time/subject/lesson plan of reception lectures				06-013
Art 6202.2	Perform initial custody classification when reception is completed				06-014
Art 6302.1	Schedule programs/counselor's hours during prisoner non-working hours				06-015
Art 6302.3	Fill Counselor billet				06-026
Art 6305.1	Ensure counselor assists prisoner prepare a personalized program				06-029
Art 6305.2	Ensure counselor monitors prisoner progress				06-030
Art 6306	Present a total eval of prisoner progress to boards				06-031
Art 6307.2	Ensure counselor provides weekly counseling				06-032
Art 6307.1	Ensure each prisoner is assigned a counselor				06-033
Art 6308.1	Ensure only qualified professionals conduct formal group therapy				06-034

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Conforms

Not Applicable

Non Conforms

SECTION 06 PROGRAMMING

Art 6307.3	Ensure security personnel provide day to day guidance to prisoners				06-035
Art 3202.3	Establish a work program				06-036
Art 6309.1	Ensure work is productive; not "busy" work				06-037
Art 3202.3	Ensure work supervisor billet is filled				06-038
	Provide liaison between brig and command to coordinate work				06-039
Art 3202.3	Ensure work parties are supervised				06-041
Art 6309.1	Ensure prisoners work as arduous a work week as the average week at sea				06-042
Art 6309.1	Ensure brig facility is well maintained				06-043
	Ensure general sanitation is performed				06-044
Art 6309.2	Do not place prisoners in authority over other prisoners				06-046
	Ensure work does not provide access to contraband				06-049
	Ensure unauthorized duty hours/training schedules are not required				06-050
Art 6309.3	Ensure detainees are not assigned to unauthorized work activities				06-051
Art 8113	Obtain signed agreement for detainee participation in full work program				06-052
Art 6309.3	Ensure unsigned detainees work separately from sentenced prisoners				06-053
Art 6311	Provide training in General Military Subjects				06-054
Art 6311 1-12	Provide all subjects required in GMT				06-055
Art 6312	Provide an incentives program				06-056
	Be more stringent and selective in awarding privileges				06-057

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SECTION 06 PROGRAMMING

		Conforms	Not Applicable	Non-Conforms	
Art 6313	Teach coping skills				06-058
Art 6315	Provide physical training				06-060
	Ensure P.T. is led by a staff member				06-061
Art 6316	Provide access to the reasonable practice of religion				06-062
	Confer with chaplain concerning unusual religious requests				06-063
Art 11106.3	Retain minimum required reports in prisoner file (Confinement Order, Initial Contact Sheet, (except B/W) Disciplinary Reports, DD 509, Release Order)				06-068
	Other:				06-074
	Other:				06-075
	Other:				06-076

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SECTION 07 CONFINEMENT, RELEASE, TRANSFER

a. EVALUATION:		
The confinement, release and transfer procedures are:		
<u>outstanding</u>		07-001
<u>satisfactory</u>		07-002
<u>unsatisfactory</u>		07-003

b. Discussion:

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SECTION 07 CONFINEMENT, RELEASE, TRANSFER

		Conforms	Not Applicable	Non Conforms	
c. RECOMMENDATIONS:					
Art 7102.1	Ensure pretrial confinement is for authorized causes				07-004
	Do not place stable member in pretrial confinement				07-005
Art 7102.2	Do not confine solely on impending admin discharge				07-007
	Do not confine for "safekeeping" or protective custody				07-008
	Do not refuse to accept prisoners when properly committed				07-009
Art 7103.2	Do not confine E-4 or above on bread and water/diminished ration				07-010
	Do not confine BW/diminished ration beyond 3 consecutive days				07-011
	Do not assign BW/diminished rations prisoners to working parties				07-013
	Do not confine officers with enlisted personnel				07-014
	BW is served 3 times daily, unrestricted amount, at meal time				07-015
	Obtain medical certification before confinement on BW/diminished rations				07-016
	Do not confine E-4 and above with lower grade personnel				07-017
	Ensure regs for confinement apply equally for both sexes				07-018
	Do not confine opposite sex in same space at same time				07-019
	Ensure total visual and accoustical separation of sexes				07-020
	Provide supervisors of the same sex as prisoners				07-021
	Report to CNP all members confined in other than naval facilities				07-022
	Treat civilian prisoners as military except where exempt				07-023
	Do not confine foreign military without proper authorization				07-025
Art 7201	Ensure Confinement Order is signed by authorized personnel				07-039
Art 7202.1	Provide brig officer with a copy of confinement orders				07-040

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Conforms
Not Applicable
Non Conforms

SECTION 07 CONFINEMENT, RELEASE, TRANSFER

EVALUATION:					
Art 7202.2	Inform prisoners within 48 hours, of accusations and right to counsel				07-041
Art 7204.1	Provide health and dental records upon				
Art 7204.2	confinement				07-042
Art 7205.1	Provide medical examination prior to confinement				07-044
Art 7205.2	Recertify fitness for "cause" or for absence beyond 24 hours				07-045
Art 7208.3	Ensure command visits are made				07-050
	Ensure command visits are made by NCO, CPO or above				07-051
	Do not delegate command visit unless deployed or remotely situated				07-052
	Do not use chaplain for command visits				07-053
Art 7301.1	Ensure only DD 629, Receipt for Prisoner or Detained Person, is used for temporary absence				07-055
Art 7301.2	Effect temporary absence usually during normal working hours				07-056
Art 7302	Use DD 629 for hospitalized prisoners				07-057
Art 7303.2	Ensure prisoner pays travel/incidental costs of emergency leave				07-058
	Charge emergency leave as time served				07-059
	Ordinarily keep emergency leave to 24 hours duration				07-060
Art 7304.2	Effect release only by DD 367, Prisoners Release Order				07-061
	of sentence completion				07-062
Art 7401.1	Do not transfer detainees except for authorized cause				07-067
Art 7402.2	Coordinate prisoner transfer with receiving command				07-069

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SECTION 07 CONFINEMENT, RELEASE TRANSFER

		Conforms	Not Applicable	Non Conforms	
Art 7402.2	Transfer prisoners during normal working hours				07-071
	Ensure escorts deliver prisoners to the receiving brig				07-072
Art 7405.1	Ensure prisoner escorts are screened, trained, instructed in prisoner movement				07-075
Art 7405.2	Ensure escorts are provided from brig staff				07-076
Art 7405.3	Do not use brig staff for escort of stragglers, absentees, deserters				07-077
Art 7405.4	Ensure CO authorizes restraints and armed escorts				07-078
	Ensure armed escorts are not in contact with prisoners				07-079
Art 7405.6	Do not secure prisoner to vehicle				07-080
Art 7405.7	Strip search prisoner before transfer				07-081
	Before transfer thoroughly search prisoner's clothing/possessions				07-082
Art 7405.9	Report escape of prisoner en route to nearest law enforcement				07-083
Art 7405.10	Report unusual happenings during prisoner transfer to CO and CNP				07-084
Art 7406	Provide 1 to 3 days escort training				07-085
	Use only certified escorts for escort functions				07-086
Art 7408.1	Ensure required records accompany transfers between brig				07-088
Art 7408.2	Inventory and receipt funds/valuables before and after transfer				07-089
Art 7408.4	Use DD 473, Official Records Envelope				07-090
Art 7408.3	NAVPER 1640/17, Inventory and Receipt of Valuables, Clothing and Personal Effects				07-091
	Pack personal property and seal with copy of inventory				07-092
Art 7408.1	Use Records of Transmittal for				
Art 7408.3	transfer of property				
Art 7408.4					07-093

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SECTION 07 CONFINEMENT, RELEASE, TRANSFER

Conforms
Not Applicable
Non Conforms

Other:

07-105

Other:

07-106

Other:

07-107

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SECTION 08 ADMINISTRATION

a. EVALUATION:

The administrative procedures are:

<u>outstanding</u>		08-001
<u>satisfactory</u>		08-002
<u>unsatisfactory</u>		08-003

b. Discussion:

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SECTION 08 : ADMINISTRATION

c. RECOMMENDATIONS:

Art 8101.2	Limit access to prisoner records to "need to know"				08-005
	Ensure prisoners do not have access to files or info about prisoners				08-006
Art 8101.3	Keep original records in controlled admin files				08-007
Art 8101.4	Ensure logs are bound ledgers, consecutively pre-numbered pages				08-009
Art 8102.1	Obtain signed Privacy Act Statement before soliciting personal info.				08-010
Art 8103.1	Ensure prisoner file is organized in required format				08-011
Art 8103.2	Reactivate and update previous files of returning prisoners				08-012
Art 8104	Ensure brig log records the following:				
	results of counts				08-013
	confinements and releases				08-014
	departure/return of prisoner details				08-015
	change of watch				08-016
	emergency drills				08-017
	disorders and actions taken				08-018
	inspections				08-019
	record of official visits and their purpose				08-020
	other unusual events				08-021
Art 8105	Ensure medical log is maintained by med. per. in chronological order				08-022
Art 8105	Ensure medical log contains the following:				
	prisoner name, SSN				08-023
	date of treatment				08-024
	nature of complaint				08-025
	treatment administered				08-026
	medication issued				08-027
	signature of person administering treatment				08-028
	signature of person receiving medication				08-029
Art 8106	Ensure visitors' log is maintained in chronological order				08-030

SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms
Art 8106	Ensure visitors' log contains the following:			
	date of visit			08-031
	person visited			08-032
	time in/time out			08-033
	printed name and signature of visitor at admittance and upon leaving			08-034
	name/initials of staff who admitted/released/verified visitor			08-035
Art 8107	Ensure a privileged correspondence log is maintained			08-036
Art 8107	Ensure privileged correspondence log contains the following:			
	date received/mailed/delivered to prisoner			08-037
	addressor/addressee			08-038
	initials of mail supervisor			08-039
	inspection and "good cause" for inspection			08-040
	Ensure privileged correspondence is delivered unopened/receipted			08-041
Art 8108	Ensure disciplinary log is maintained in chronological order			08-042
Art 8108	Ensure disciplinary log includes the following:			
	each disciplinary report			08-043
	action taken by CO or brig officer			08-044
	date of offense			08-045
	prisoner name/SSN			08-046
	brief statement of offense			08-047
	name of person reporting			08-048
	punishment imposed			08-049
	signature of officer authorized to impose punishment			08-050
	record of weekly review by CO and CO signature			08-051
Art 8109.1	Insure a written NAVPERS 1640/4, Confinement Order, is on file for all prisoners			08-052
Art 8109.2	Ensure the Confinement Order is properly and completely filled out			08-053
	Prepare a new Confinement Order when a			

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SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms	
Art 8109.2e	court-martial or review changes the basis for confinement				08-054
Art 8110	Ensure all NAVPERS 1640/5, Disciplinary Action Data Cards, are completed and submitted to Chief of Naval Personnel (Pers-84).				08-055
Art 8111.1	Ensure all prisoners (except prisoners in segregation) wear a NAVPERS 1640/16, Prisoner Identification Badge				08-056
	Ensure I.D. is worn over the left breast pocket on prisoner's outer garment				08-057
Art 8111.2.a	Ensure the original prisoner I. D. Badge is at the control center				08-058
Art 8111.2.b	Ensure prisoner I. D. badges are completed as follows:				
	Block 2: Legal status 1/4 inch plastic tool tape lettered as follows "Detained" - White, "Prisoner" - Blue				08-060
	Block 3: Custody Classification - 1/4 inch plastic tool tape appropriately lettered in color: Minimum Custody - Green Medium Custody - Yellow Maximum, Special Quarters - Red				08-061
	Block 6: Photo: permanently attached, full face without cap or glasses. New photo if prisoner shaves off beard or moustache				08-062
	Block 7: Current rank of prisoner				08-063
Art 8111.3	Ensure procedures for security of I. D. badges includes the following:				
	If badge is replaced, old badge is retrieved and destroyed				08-064
	Upon release old badge is retrieved and placed in prisoner record file				08-065
Art 8112	Prepare Daily Change Sheet before the end of each normal work day. The procedures should include the following:				08-066
	Signed by brig officer or programs officer				
	Copies to each staff position supervising prisoners, control center, and file				

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SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms	
Art 8112	Changes on change sheet are entered on the individual's conduct sheet and initialed by person entering the change				
	Initialed by control center supervisor that changes have been effected and recorded and sheet returned to administration office for filing				
Art 8115.1	Store individual confinement records of released persons by month and year of release and keep for two years				08-068
Art 8115.2	Store Disciplinary Action Data Card by month and year of release and after two years send to perm. storage				08-069
Art 8115.3	Preserve logs at the brig for three years from date of last entry and then send to permanent storage				08-070
Art 8115.4	Ensure release of drug records follows Section 408 of drug Abuse Office and Treatment Act of 1972 and the regulations promulgated under Part 401 Title 21, Code of Federal Regulations				08-071
Art 8116	Submit incident/alleged incident reports to CNP as Unit Situation Reports (UNIT SITREP)				08-072
Art 8116.2.d	Report serious incidents to CNP by telephone				08-073
	Submit follow-up reports and a copy of investigation to CNP whenever formal or informal investigations of incidents are conducted				08-074
Art 8201	Do not permit prisoners to retain in their possession money, jewelry or similar negotiable personal property (except wedding rings and small religious medals or other items of limited value permitted by the CO)				08-075
Art 8201	Do not accept for safekeeping such objects as wallets, snapshots, keys and letters having no intrinsic value				08-076

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Conforms

Not Applicable

Non Conforms

SECTION 08 ADMINISTRATION

Art 8203.1	Inventory prisoner personal funds and valuables using NAVPERS 1640/17, Inventory and Receipt of Valuables, Clothing and Effects, in the presence of the prisoner				08-079
Art 8203.2	Ensure the inventory of prisoner funds and valuables incorporates the following requirements:				
Art 8203.3	List quantity, description, identifying marks and other pertinent info of each item				08-080
	Signed by prisoner and person conducting inventory				08-081
	Copy to prisoner				08-082
	Record additional items on NAVPERS 1640/17 on the first workday following receipt of item				08-083
Art 8203.5	Maintain a daily ledger that records expenditures and receipts and indicates the bank balance				08-084
Art 8204.4	Obtain, a receipt at time of release, for return of personal property, signed by the prisoner				08-090
	Ensure the custodian signs the receipt and files it				08-091
Art 8205	Do not allow expenditure of prisoner personal funds for special purposes (e.g. educational materials, remittance to dependents, etc.) without approval of the CO, and such expenditures are not to be considered part of normal health and comfort expenditures, clothing or services				08-092
Art 8206.1	Require prisoners in pay status to provide and wear their own military clothing				08-093
Art 8206.2	Loan required clothing to prisoners in non-pay status				08-094

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SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms	
Art 8207.1	Issue health and comfort items, at government expense, to prisoners in non-pay status				08-095
Art 8207.2	Ensure checkages against their pay accounts are made of prisoners in a pay status regardless of the availability of of the account, when they request health and comfort items				08-096
Art 8207.3	Do not request or accept articles for the health and comfort of individual prisoners from public charitable organizations (e.g. Red Cross, Salvation Army, etc.)				08-097
Art 8208	Obtain services (e.g. laundry, tailoring, barbering, etc.) from the most economical source, when they cannot be provided in-kind by prisoners, and charge to prisoners				08-098
Art 9.b of ref (c)	Locate services in the brig				08-099
Art 8208	Provide necessary services to prisoners in non-pay status from the same operating fund as health and comfort items and do not reduce amount provided for health and comfort				08-100
Art 8209.1	Do not place arbitrary limits on the qauntity, items, or total cost of health and comfort supplies for prisoners with sufficient personal funds or credit other than what the CO establishes in order to prevent excesses				08-101
Art 8209.2	Limit prisoners who are in pay status, but overpaid or in debt to the government, and whose supplies can be expected to become a government expense, to not more than \$20.00 per month				08-102
Art 8209.3	Limit to not less than \$10.00 per month the amount of gratuitous issues of health and comfort items to prisoners in non-pay status				08-103
Art 8210.2	Open a "Ret-Absentee" military pay record if returned absentee records do not arrive within 15 days of request				08-104

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SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms	
Art 8212	Provide, gratuitously, limited amounts of health and comfort articles, supplies and service to absentees and others detained for short periods of time awaiting transfer where the amount of money involved does not appear to justify the administration expense of processing a charge against pay accounts				08-105
Art 8211.2	Ensure approved health and comfort items include items listed in Article 8211.2				08-106
Art 8211.3	Ensure health and comfort procedures include the following requirements:				
	Do not replace or duplicate items already in the prisoner's possession nor confiscate a brand item and replace with another				08-107
	Do not supply items the prisoner does not use or need				08-108
	Inform other commands of the items and quantity of these items				08-109
Art 8301.2	Ensure correspondence and visiting procedures include the following requirements:				
	Do not deny visiting privileges to family and friends except for security/good order reasons				08-110
	Ensure causes for denial of correspondence/visiting are documented				08-111
	Do not numerically limit letters written or received				08-112
	Do not prevent consultation or correspondence with counsel				08-113
	Do not require prisoners to answer any but official correspondence or to receive any but official visitors				08-114
	Establish visiting periods and include in the plan of the day				08-115
	Allow prisoners to receive visitors for at least 2 hours each visiting day				08-116
	Place no limit as to the number of persons approved for visiting except as to maintain security and control				08-117
Art 8301.4	Provide written notice, in prisoner rule book, that mail can be inspected without prisoner consent.				08-118

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SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms	
Art 8301.4	If prisoner does not accept his/her mail, mark incoming mail "refused" and returned, unopened, to the post office				08-119
Art 8113	Obtain a Work Program Request before assigning detainees to certain details where prisoners are assigned and ensure detainees understand, before they sign, that they are waiving a legal right to work separately from prisoners				08-120
ART 8301.4	Do not read all outgoing/incoming mail but only mail of prisoners presenting special security problems				08-121
Art 8301.5	Prepare a letter of transmittal explaining why an incoming letter is being returned				08-122
	Deliver letters written in a foreign language if a reliable interpreter is not available				08-123
	Inventory, receipt and store (in addressee's personal property) contraband found in incoming mail				08-124
	Turn over illegal contraband to NISO if it violates current laws				08-125
	Deliver letter, after contraband has been removed, unless it is to be rejected for other legitimate reasons				08-126
	Deliver rejected mail to the brig officer or designate, who shall interview the prisoner and explain the reasons for rejection				08-127
Art 8301.6	Provide a locked box, accessible to prisoners for outgoing, unsealed letters				08-128
	Ensure mail supervisor/clerk is the only person with a key to the mail box				08-129
	Ensure mail supervisor removes mail at least once each work day and, after inspection, seals and mails letters				08-130
	Ensure outgoing mail does not bear any external indication the sender is a prisoner or that mail has been inspected				08-131
Art 8301.7	Allow packages approved by CO provided prisoner has instructed the sender what articles are acceptable				08-132

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Conforms

Not Applicable

Non Conforms

SECTION 08 ADMINISTRATION

Art 8301.8	Do not inspect outgoing or incoming privileged mail				08-133
	Do not interview prisoners concerning its content				08-134
	Open and inspect incoming mail if there is reasonable doubt that it is from a privileged source				08-135
	Make a machine copy of the envelope and file to document "reasonable doubt"				08-136
	Advise prisoners during orientation to have privileged correspondence stored with their personal property or destroyed if they do not want it inspected during a search				08-137
Art 8301.9	Forward official and special purpose correspondence to authorities of the military establishment through normal channels				08-138
Art 8301.10	Forward mail, unopened, to released prisoners				08-141
Art 8301.11	Ensure prisoners use stamp embossed envelopes				08-142
	Ensure prisoners write their name and SSN on each envelope when received				08-143
Art 8301.12	Do not permit visits by unmarried person under the age of 18 unless accompanied by their parents/prisoner's parents				08-144
Art 8301.14	Ensure visit supervisors have complete visual control of visiting area, are not armed and act in courteous and business like manner				08-146
	Visit supervisors are not to discuss prisoners, their conduct or offense with visitors				08-147
	Require prisoners to inform their visitors of expected conduct				08-148

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SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms	
Art 8301.14	Visiting rules are to be conspicuously posted at entry area				08-149
	Provide security for visitor's effects				08-150
	Provide prisoners with printed info, to include in their first letter, concerning mail and visiting regulations				08-152
	Ensure that brig letters to prospective correspondents and visitors informing them of mail and visiting regulations				08-153
Art 8301.16	Control general visiting by groups or individuals according to OPNAVINST 5510.1H of U.S. Navy Public Affairs Manual. Names and photographs of prisoners are not allowed				08-154
Art 8301.17	Permit telephone calls and telegrams that are in the best interest of the prisoner				08-155
	Ensure the expense of prisoner phone calls/telegrams is borne by the prisoner or the contacting party				08-156
Art 8301.17	Inform prisoners that phone calls may be monitored				08-157
	Monitor phone calls only by presence of supervisor				08-158
Art 8301.17	Ensure official calls are screened prior to call, but not monitored				08-160
Art 8303	Ensure release of information to the news media is in accordance with U.S. Navy Public Affairs Regulations				08-159
Art 9101	Ensure prisoner's release date is accurately computed				08-162
Art 1010.1	Provide the following medical and dental services to the brig				
	Daily sick-call, physical examinations, referral for dental care, screening for psychiatric referral				08-163
	Advise the CO in matters pertaining to the physical condition and well being of both prisoners and staff				08-164

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Conforms

Not Applicable

Non Conforms

SECTION 08 ADMINISTRATION

Art 1010.1	Report to CO unsanitary or unhealthy conditions				08-165
	Certify in writing fitness for confinement, special diet, bread and water confinement				08-166
	Provide daily reevaluation of fitness to continue segregation or special diet				08-167
	Sign DD 509, Inspection Record of Prisoner in Segregation				08-168
Art 10101.2	Ensure only medical personnel administer controlled substances as medication				08-169
	Ensure the brig section leader who administers medication is trained and directed by medical personnel				08-170
Art 10102	Provide better quality and/or more quantity of food				08-171
	Provide accountability of silverware and other kitchen utensils				08-172
	Ensure food which is brought in from external areas is kept warm, is properly served, and the same as that served in the general mess				08-173
	Allow prisoners sufficient time to eat their meals (Not less than 20 minutes) in a normal manner with proper utensils				08-174
	Permit prisoners to talk in normal conversational tones during meals and at other times and places where not prohibited by military custom				08-175
	Do not permit smoking in the messing area during meals				08-176
	Feed prisoners in disciplinary segregation in their cells				08-177
	Use disposable plates, cups and utensils in D-Seg/SQ and account for all materials				08-178
Art 8305	Provide written Standard Operating Procedures (SOP)				08-179
Art 10103	Ensure adequate means of washing prisoner's clothes				08-180
Art 10104	Provide barber services within the facility				08-182
	Do not use prisoner barbers unless they are trained and supervised by a qualified barber				08-183
	Ensure the barber shop(s) meet sanitation regulations as prescribed by BUMED Inst				08-184

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SHIP'S BRIG

SECTION 08 ADMINISTRATION

		Conforms	Not Applicable	Non Conforms	
Art 11108.1	Deposit prisoner funds & valuables with disbursing officer				08-188
Art 11108.2	Ensure prisoner's Division Officer secures prisoner's personal property				08-189
	Other:				08-192
	Other:				08-193
	Other:				08-194

9. The first endorsement shall reflect actions taken to correct deficiencies and comply with recommendation set forth in this report of inspection. The estimated completion date shall be included for all items and quarterly status reports shall be provided until all actions are completed.

10. The information contained herein relates to internal policies of the Department of the Navy and is an internal communication within the inspected command. This report is not releasable, nor may its contents be disclosed outside of original distribution, nor may it be reproduced in whole or in part without written approval of the originator. Per OPNAVINST 5040.7K requests for this report, portions thereof, of correspondence related thereto from a source external to the Department of the Navy shall be referred to the Naval Inspector General for Navy Department coordination and clearance. Holders of this report shall strictly observe this caveat.

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Chapter 8

Monday - Friday Brig Routine

THIS IS A SUGGESTED ROUTINE THAT MAY BE ALTERED TO MEET LOCAL CONDITIONS AND APPLIES PRIMARILY TO IN-PORT OPERATIONS.

0430	REVEILLE
0445	COMPLETE HEAVE OUT AND TRICE UP
0500	FALL IN FOR MORNING PT
0545	COMPLETE PT/COMMENCE PERSONAL HYGIENE
0555	COMPLETE PERSONAL HYGIENE/PREPARE FOR BREAKFAST
0600	BREAKFAST/TITIVATE BERTHING AND HEAD FACILITIES
0715	STAND BY FOR BERTHING/BUNK/LOCKER INSPECTION
0735	FALL IN AT QUARTERS FOR PERSONNEL INSPECTION
0800	COLORS
0805	REPORT TO WORK ASSIGNMENTS, TURN TO/SICK CALL/MUSTER
1115	KNOCK OFF WORK, PREPARE FOR DINNER
1130	DINNER
1200	REPORT TO WORK ASSIGNMENTS, TURN TO
1600	KNOCK OFF WORK, PREPARE FOR HEAD COUNT
1605	HEAD COUNT AND REC CALL
1650	SECURE REC CALL, COMMENCE PERSONAL HYGIENE
1715	SHIFT INTO A CLEAN WORKING UNIFORM
1725	SUPPER
1800	ASSEMBLE FOR DAILY TELEVISION NEWS COVERAGE *
1900	GROUP COUNSELING/PROFESSIONAL
1945	PREPARE FOR SELF STUDY
2000	COMMENCE DIRECTED SELF STUDY
2045	PERSONAL TIME (LETTER WRITING, PHONE CALLS, UNIFORM PREP, ETC.)
2130	HEAD COUNT AND TAPS

* IF DAILY NEWS/COVERAGE NOT AVAILABLE, TRAINING FILMS OR MOTIVATIONAL TRAINING MAY BE SUBSTITUTED.

Enclosure (1)

8-1

Saturday Brig Routine

THIS IS A SUGGESTED ROUTINE THAT MAY BE ALTERED TO MEET LOCAL CONDITIONS.

0430	REVEILLE
0445	COMPLETE HEAVE OUT AND TRICE UP
0455	HEAD COUNT
0500	FALL IN FOR MORNING PT
0540	COMPLETE PT/COMMENCE PERSONAL HYGIENE
0555	COMPLETE PERSONAL HYGIENE/PREPARE FOR BREAKFAST
0600	BREAKFAST/TITIVATE BERTHING AND HEAD FACILITIES
0715	PREPARE FOR PERSONNEL INSPECTION (UNIFORM OF THE DAY)
0745	FALL IN AT QUARTERS IN PREPARATION FOR OBSERVING COLORS
0800	COLORS
0805	STAND BY FOR PERSONNEL INSPECTION
0900	SECURE FROM PERSONNEL INSPECTION, SHIFT INTO WORKING UNIFORM/SICK CALL/MUSTER RECEPTION PHASE PRISONERS/DETAINEES
0915	COMMENCE FIELD DAY OF ALL SPACES THROUGHOUT THE COMPOUND INCLUDING PROPER MAINTENANCE
1115	KNOCK OFF WORK, PREPARE FOR DINNER
1130	DINNER
1200	PREPARE FOR GMT
1215	COMMENCE GMT (1ST PERIOD)
1300	GENERAL VISITING AND VISUAL RECREATION
1500	SECURE GENERAL VISITING AND VISUAL RECREATION
1515	COMMENCE GMT (2ND PERIOD)
1600	SECURE GMT
1605	HEAD COUNT AND ORGANIZED TEAM COMPETITION
1650	SECURE REC CALL COMMENCE PERSONAL HYGIENE
1715	SHIFT INTO A CLEAN WORKING UNIFORM
1725	SUPPER

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* 1800	ASSEMBLE FOR DAILY TELEVISION NEWS COVERAGE
1900	COMMENCE SELF STUDY
** 2000	PERSONAL TIME (LETTER WRITING, PHONE CALLS, UNIFORM PREP, ETC.)
2130	HEAD COUNT AND TAPS

* IF DAILY NEWS/COVERAGE NOT AVAILABLE, TRAINING FILMS OR
MOTIVATIONAL TRAINING MAY BE SUBSTITUTED.

** ENTERTAINMENT TELEVISION MAY BE ALLOWED FOR DESERVING PRISONERS.

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Sunday/Holiday Brig Routine

THIS IS A SUGGESTED ROUTINE THAT MAY BE ALTERED TO MEET LOCAL CONDITIONS.

0500	REVEILLE
0515	COMPLETE HEAVE OUT AND TRICE UP
0525	HEAD COUNT
0530	FALL IN FOR MORNING PT
0610	COMPLETE PT/COMMENCE PERSONAL HYGIENE
0625	PREPARE FOR BREAKFAST
0630	BREAKFAST/TITIVATE BERTHING AND HEAD FACILITIES
0745	FALL IN AT QUARTERS IN PREPARATION FOR OBSERVING COLORS
0805	STAND BY PERSONNEL INSPECTION
0845	SECURE FROM PERSONNEL INSPECTION, PREPARE FOR CHURCH CALL (THOSE NOT IN ATTENDANCE AT CHURCH SERVICES WILL ATTEND MOTIVATIONAL TRAINING)
1115	SECURE CHURCH CALL AND MOTIVATIONAL TRAINING, PREPARE FOR DINNER
1130	DINNER
1200	PERSONAL TIME/REC CALL
1300	GENERAL VISITING
1500	SECURE GENERAL VISITING/PERSONAL TIME/REC CALL
1505	COMMENCE GMT/CLOSE ORDER DRILL
1530	MILITARY CUSTOMS, COURTESIES AND TRADITIONS TRAINING (GMT)
1600	SECURE GMT
1605	HEAD COUNT AND ORGANIZED COMPETITION
1650	SECURE REC CALL, COMMENCE PERSONAL HYGIENE
1715	SHIFT INTO A CLEAN WORKING UNIFORM
1725	SUPPER
1755	SECURE SUPPER
* 1800	ASSEMBLE FOR DAILY TELEVISION NEWS COVERAGE
1900	COMMENCE SELF STUDY
** 2000	PERSONAL TIME (LETTER WRITING, PHONE CALLS, UNIFORM PREP, ETC.)
2130	HEAD COUNT AND TAPS

* IF DAILY NEWS COVERAGE NOT AVAILABLE, TRAINING FILMS MAY BE SUBSTITUTED.

** ENTERTAINMENT TELEVISION OR A MOVIE MAY BE ALLOWED FOR DESERVING PRISONERS.